



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, US ARMY ARMOR CENTER AND FORT KNOX  
50 3<sup>RD</sup> AVENUE, SUITE 229  
FORT KNOX, KENTUCKY 40121-5230

REPLY TO  
ATTENTION OF:

Expires 10 February 2008

IMSE-KNX-LA (27)

10 February 2006

**MEMORANDUM FOR**

Commanders, All Units Reporting Directly to This Headquarters  
Directors and Chiefs, Staff Offices/Departments, This Headquarters

**SUBJECT:** Fort Knox Policy Memo No. 19-06 – Victim/Witness Assistance Program

**1. References:**

- a. DOD Directive 1030.1, Victim and Witness Assistance, 13 April 2004.
- b. DOD Instruction 1030.2, Victim and Witness Assistance Procedures, 4 June 2004.
- c. AR 27-10, Military Justice, Chapter 18, 16 November 2005.

**2. The purposes of this policy are to protect the lives and property of members in the military community and general public and establish a comprehensive program to provide support and assistance to victims and witnesses of crime. The goals of the program are:**

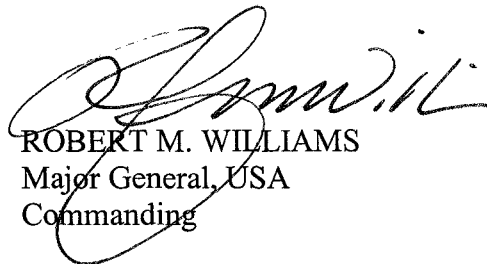
- a. To foster the full cooperation of victims and witnesses within the military criminal justice system;
- b. To mitigate physical, psychological, and financial hardships suffered by victims and witnesses of offenses investigated by the Army; and
- c. To ensure that victims and witnesses of crime are advised of and accorded the rights provided by law and Army regulations.

**3. The Staff Judge Advocate is responsible for the implementation and supervision of the Victim/Witness Assistance Program on this installation. The Victim/Witness Liaison Officer (VWLO) in the Office of the Staff Judge Advocate is the primary point of contact through which victims/witnesses may obtain information concerning assistance in securing available victim/witness services. The VWLO also provides information to the victims/witnesses about significant events during the investigation, prosecution, and punishment of a crime at the earliest possible time.**

IMSE-KNX-LA

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4. All of us have a role in assisting the victims and witnesses of crimes. To support this program, each special court-martial convening authority and each agency that assists victims and witnesses of crimes will appoint a Victim/Witness Coordinator (VWC) as a representative on the Fort Knox Victim and Witness Assistance Council. The VWCs will identify and assist victims/witnesses at the earliest opportunity. Within each Special Court-martial Convening Authority (SPCMCA) jurisdiction (Garrison, 1<sup>st</sup> ATB, 16<sup>th</sup> Cav, USAMEDDAC, etc.), the VWCs should be the senior military paralegal or civilian paralegal. A VWC should be generally familiar with the military justice system and have the ability to maintain courteous and effective relations with the military community, service organizations, and the public.
5. The Office of the Staff Judge Advocate will provide initial and annual training for VWCs. Personnel designated as VWCs must attend this training. The annual training will cover, at a minimum, victims' rights; available compensation through federal, state, and local agencies; providers' responsibilities under the Victim/Witness Assistance Program; and procedures established by AR 27-10, Chapter 18. The SPCMCA VWCs will provide training to the commanders and senior noncommissioned officers to ensure unit leadership is familiar with the available services to victims of crime and their responsibility to protect the rights of victims and witnesses.
6. Unit commanders will display a copy of the DOD Victim and Witness Bill of Rights in their unit area. Copies are available from the Office of the Staff Judge Advocate.
7. The provisions of this policy memorandum are intended to provide internal command guidance for the protection and assistance of victims and witnesses and enhance their roles in the military criminal justice process without infringing on the constitutional and statutory rights of any accused, or granting any additional rights or benefits to anyone.



ROBERT M. WILLIAMS  
Major General, USA  
Commanding

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